Software Quality Project Monitoring Checklist

Date(s) of Assessment: _____   Project: _____

Assessor(s): _____   Process Assessed: _____

_____

		Y, N, NA	F, O	Comments
ASSESSMENT PREPARATION				
1	Have standards been identified to clearly define the process assessment?			
2	Were guidelines used to prepare for the assessment?			
3	Has the project submitted any request for deviations or waivers to the defined process?			
4	Have entrance and exit criteria been established for the assessment?			
5	Were the appropriate stakeholders in attendance?			
PROJECT MONITORING AGAINST THE PLAN				
6	Is there evidence that the Project is monitoring adherence to planning parameters?			
7	Were Project commitments monitored for implementation and completion?			
8	Is there evidence of monitoring stakeholder involvement?			
9	Have risks identified in the project plan been monitored?			
10	Is there evidence the project is managing project data per the project plan?			
11	Have progress reviews been conducted?			
12	Have milestone reviews been conducted?			
13	Is there evidence that corrective actions have been managed to closure?			
14	Is there evidence that issues have been analyzed for corrective action?			

Y=Yes, N=No, NA=Not Applicable, F=Finding, O=Observation

For more information, please visit the NASA GSFC Software Assurance Website, at http://sw-assurance.gsfc.nasa.gov.

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		Y, N, NA	F, O	Comments
15	Is there evidence that corrective action has taken place consistently?			
MONITORING PROGRESS AGAINST THE SCHEDULE				
16	Is there evidence that actual completion of activities is measured against schedule milestones?			
POST REVIEW ACTIVITIES				
17	At the conclusion of the assessment. is an understanding reached on the validity and degree of completeness of the Project Monitoring Process?			
18	Did all designated parties concur in the acceptability of the Project Monitoring Process?			
19	Are there any risks, issues, or request for actions (RFAs) that require follow-up?			
20	Is there a process in place for reviewing and tracking the closure of risks, issues, or RFAs?			
21	Have all artifacts been placed under formal configuration control?			
22	Were Lessons Learned addressed and captured?			
REFERENCE ITEMS/DOCUMENTS				
CMMI , Guidelines for Project Monitoring and Control				
NPR 7120.5B, NASA Program and Project Management Processes and Requirements				

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COMMENTS PAGE _____ of _____

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